



2016-2017 BJA MEMBER GUIDE

A Complete Member Guide to the
BOARD FOR JUDICIAL ADMINISTRATION

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Welcome Letter



Board for Judicial Administration Members,

Thank you for your service as a contributing member on the Board for Judicial Administration.

The vision for the Board for Judicial Administration (BJA) is that we serve as a unifying voice and provide strategic leadership to the judiciary. This can only be achieved with the consent and active participation of all the judges' affiliate associations.

From the inception of the BJA, one of the key issues facing us is to earn and maintain the trust of these associations. We must act in the best interest of the judiciary while remaining mindful of the needs of its constituent groups.

"The power of the judiciary to make administrative policy governing its operations is an essential element of its constitutional status as an equal branch of government. The Board for Judicial Administration is established to adopt policies and provide strategic leadership for the courts at large, enabling the judiciary to speak with one voice." – BJAR Preamble

We invite you to take an active role in fulfilling this vision. It is our belief that a strong, cohesive BJA results in a strong, cohesive judiciary.

In order to develop a strong governance structure for the courts, BJA leadership has identified the following goals to work on during the next year:

1. Develop a plan and timeline to review the mission, vision and strategic goals of the BJA.
2. Craft and implement a plan to address membership concerns.
3. Implement the recommended course of action for the identified strategic initiatives.

As co-chairs of the BJA, we welcome your feedback on how we can achieve our vision and goals. You are needed. Your voice and commitment are needed. We look forward to our service together.

Chief Justice Barbara Madsen
Chair, BJA

Judge Scott Sparks
Member Chair, BJA

Board for Judicial Administration Membership



VOTING MEMBERS:

Chief Justice Barbara Madsen, BJA Chair
Supreme Court

Judge Scott Sparks, BJA Member Chair
Superior Court Judges' Association
Kittitas County Superior Court

Judge Bryan Chushcoff
Superior Court Judges' Association
Pierce County Superior Court

Judge Scott Collier
Superior Court Judges' Association
Clark County Superior Court

Judge Michael Downes, President
Superior Court Judges' Association
Snohomish County Superior Court

Judge George Fearing
Court of Appeals, Division III

Judge Janet Garrow
District and Municipal Court Judges' Association
King County District Court

Judge Judy Rae Jasprica
District and Municipal Court Judges' Association
Pierce County District Court

Judge Mary Logan
District and Municipal Court Judges' Association
Spokane Municipal Court

Judge G. Scott Marinella, President
District and Municipal Court Judges' Association
Columbia County District Court

Judge Bradley Maxa
Court of Appeals, Division II

Justice Susan Owens
Supreme Court

Judge Kevin Ringus
District and Municipal Court Judges' Association
Fife Municipal Court

Judge James Rogers
Superior Court Judges' Association
King County Superior Court

Judge Ann Schindler
Court of Appeals, Division I

NON-VOTING MEMBERS:

Judge Scott Ahlf, President-Elect
District and Municipal Court Judges' Association
Olympia Municipal Court

Ms. Callie T. Dietz
State Court Administrator

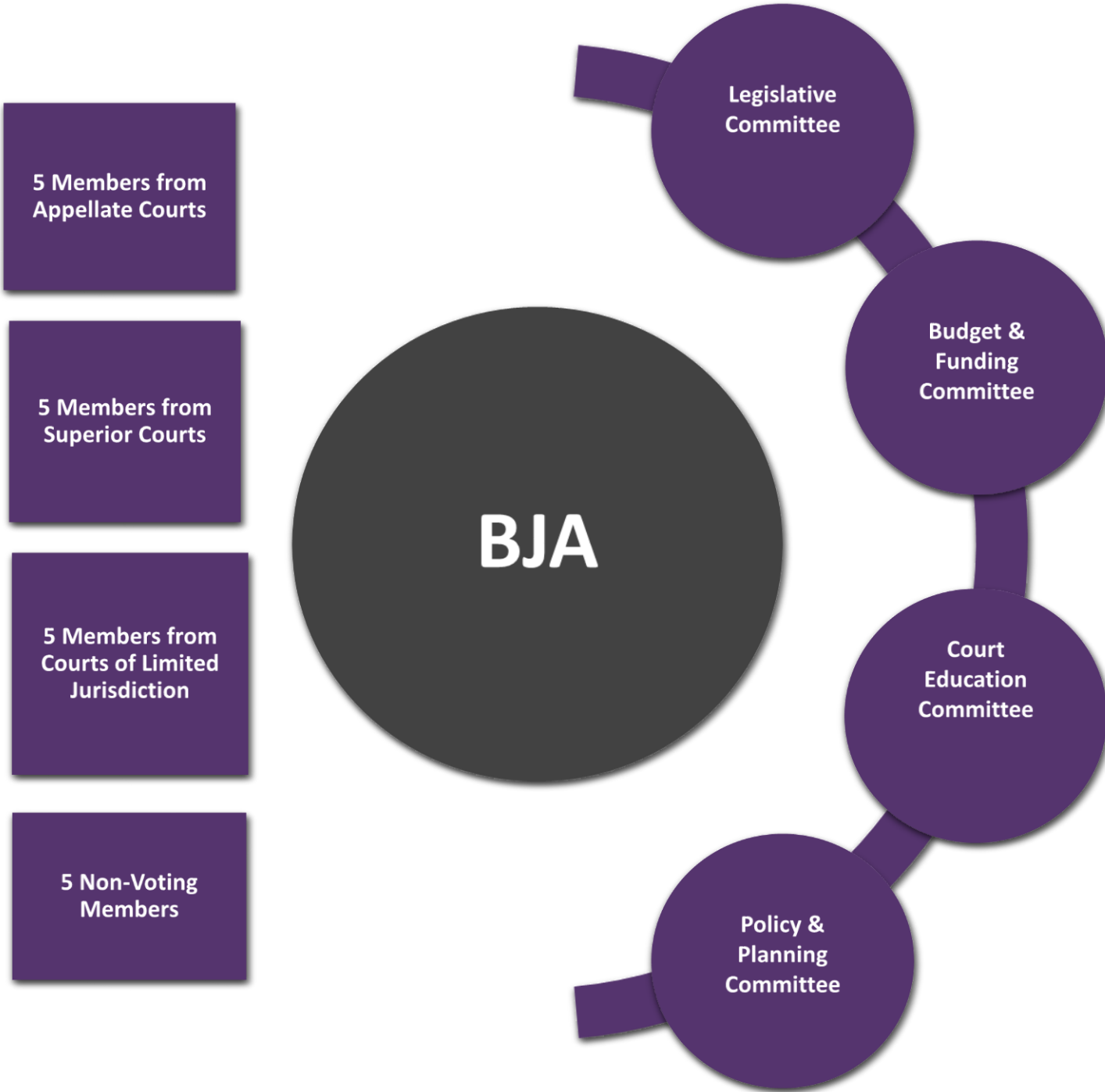
Mr. William Hyslop, President
Washington State Bar Association

Ms. Paula Littlewood, Executive Director
Washington State Bar Association

Judge Sean O'Donnell, President-Elect
Superior Court Judges' Association
King County Superior Court

Judge Lisa Worswick, Presiding Chief Judge
Court of Appeals, Division II

Board for Judicial Administration Membership



Member Responsibilities



The Board for Judicial Administration (BJA) is the governing body for the Washington State court system. Board members are charged with providing effective leadership to the state courts and developing policy to enhance the administration of justice. Judges on the Board pursue the best interests of the judiciary at large.

As members of the BJA it is imperative that you have a clear understanding of what your membership entails and what it means to be an effective member of the Board.

The following responsibilities constitute what it means to be a member of the Board for Judicial Administration.

- Prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on given assignments.
- Serve on at least one standing committee.
- Be informed about the Board's mission, policies, and initiatives.
- Communicate with respective organizations to ensure there is an understanding of the BJA and its initiatives.
- Be a catalyst for change.
- Be cohesive and effective in working with other branches of government.
- Listen, analyze, think clearly and creatively, work well with people individually and in groups.
- Act in the best interest of the judiciary while remaining mindful of the needs of its constituent groups.
- Speak with one voice to address issues related to the administration of justice. Have robust discourse and debate, but then present a cohesive message.

BJA History



1925

The Washington Judicial Council was created by statute. It had the authority and obligation to periodically review the judicial business of the Washington courts and continuously examine statutes and rules of pleading, practice and procedure.

1957

The Washington Judicial Conference, created by statute, met annually on call of the Supreme Court. Matters relating to judicial business and improvement of the judicial system as well as the administration of justice were discussed throughout the program.

The Conference is composed of judges of the courts of record, however, all full-time judges of the courts of limited jurisdiction are customarily invited to attend. The Administrator for the Courts serves as the Executive Secretary of the Conference.

1981

In an effort to improve communication and coordination between the levels of Washington's court system, Chief Justice Robert F. Brachtenbach established the Board for Judicial Administration (BJA). The BJA is comprised of the chief justice and acting chief justice of the Supreme Court, the presiding chief judge and acting presiding chief judge of the Court of Appeals and the president and president-elect of the Superior Court Judges and Washington State Magistrates Associations. Meeting on a quarterly basis, these key judicial leaders review various issues affecting the administration and operation of Washington's court system. The recommendations of the BJA serve to advise and inform the Supreme Court of issues and concerns common to all court levels.

1986

The Board for Judicial Administration Rules became effective December 8, 1986. The Board's role was to speak on behalf of the judicial branch of government on those matters which it had unanimously approved.

1987

At its July 27, 1987 meeting, the BJA adopted their bylaws.

1993

The Court amends the BJAR to clarify the role and responsibilities of the BJA and to provide that judges serving on the Board shall pursue the best interests of the judiciary at large.

1999

The Commission on Justice, Efficiency and Accountability conducted a thorough examination, including interviews with past members. The Commission made over 20 recommendations for changes in the governance and leadership structure of Washington's judiciary. Some of the recommendations that were implemented:

- The Mission of the Board for Judicial Administration should be revised to emphasize a governance versus "representative" purpose.
- The Chief Justice of the Washington State Supreme Court should chair the Board for Judicial Administration. The co-chair should be elected from the membership.
- The chair in consultation with the co-chair should establish the meeting agenda and meetings should be held bi-monthly. The chair and co-chair should each have independent authority to convene meetings of the BJA.

BJA History



•In order to reinforce the governance versus representative role of the Board for Judicial Administration, the membership of the Board for Judicial Administration should be revised. Membership should include:

- Supreme Court – 2 (one being the Chief Justice)
- Court of Appeals – 3 (one from each division)
- Superior Courts – 5 (one being the President)
- District and Municipal Courts – 5 (one being the President)
- Washington State Bar Association – 2 (non-voting)
- State Court Administrator (non-voting)

2000

At the January 21, 2000 meeting the Board voted to adopt the bylaws reflecting the recommendations made by the Commission on Justice, Efficiency and Accountability. At that same meeting, the reconstituted BJA, under the leadership of former Chief Justice Richard P. Guy, the membership of the BJA elected its first co-chair—Spokane County Superior Court Judge James M. Murphy.

2003

The membership of the Board was expanded to include, as non-voting members, the Presiding Chief Judge of the Court of Appeals, the President-elect of the Superior Court Judges' Association and the President-elect of the District and Municipal Court Judges' Association.

2007

The position of BJA co-chair was modified to member-chair to be filled by members elected to two-year terms, alternating between a superior court judge and a district or municipal court judge.

2012

In September, the BJA hosted a two-day retreat attended by judges, court managers, branch agency directors, AOC leadership and invited guests, to discuss the role of the BJA in governing and planning within the judicial branch of Washington State.

2013

The Board adopted recommendations from the Committee Unification Workgroup to restructure the standing committees of the BJA.

The Board adopted a recommendation of the Committee Unification Workgroup that oversight for judicial education be brought within the ambit of the BJA.

2014

The Board approved proposed amendments to BJAR to the Supreme Court to implement reorganization of the standing committees.

Charters for the new standing committees were approved by the Board: the Court Education Committee, the Budget and Funding Committee, the Legislative Committee, and the Policy and Planning Committee.

2015-2016 Accomplishments



- Made recommendation to the Supreme Court to implement GR 31.1 on January 1, 2016.
- Creation of BJA Member Guide.
- Expanded Supreme Court Budget Process to include BJA and TCAB input.
- The Budget and Funding Committee (BFC) developed budget criteria to review budget requests prior to giving them to the BJA for approval.
- Approved the 2017 budget requests to move forward to the Supreme Court Budget Committee.
- The Budget and Funding Committee developed budget reduction criteria. The criteria will guide the BFC in determining cuts to take in the event of a budget reduction.
- The BJA Court Education Committee received a State Justice Institute Technical Assistance Grant to cover the costs of a consultant to work with them to develop short-term and long-term goals and to conduct a judicial leadership retreat.
- The BJA Policy and Planning Committee narrowed their potential campaigns into five issues, analyzed them and made recommendations for action. The BJA approved the recommendations in June 2016.
- The Committee for the Education of Court Employees (CECE) is continuing to work on identifying the court education available to administrators, county clerks and line-staff and to identify the gaps in education which are missing.
- The Judicial Education Task Force is conducting a review of education gaps for new judicial officers.
- The BJA Policy and Planning Committee is developing a plan and timeline to review the mission, vision and strategic goals of the BJA.
- The Legislative Committee successfully passed HB 1111; Updating the court transcriptionist statutes and implementing the recommendations of the Court Management Council to comport with recently adopted court rule.
- The Legislative Committee actively tracked 25 bills and took positions on 9.
- Released the Trial Court Improvement Account Use Report with 2014 data. The report went to trial court judges, administrators, and managers, as well as key legislative committees. These reports can be found at http://www.courts.wa.gov/programs_orgs/pos_bja/?fa=pos_bja.funding.
- Compiled 2016 Legislative Summary and disseminated to the BJA, judges, clerks, and court administrators.
- Planned and implemented the BJA Legislative Reception. 38 legislators and staff attended along with almost 50 judges and justice partners.

BJA Rules



PREAMBLE

The power of the judiciary to make administrative policy governing its operations is an essential element of its constitutional status as an equal branch of government. The Board for Judicial Administration is established to adopt policies and provide strategic leadership for the courts at large, enabling the judiciary to speak with one voice. [Adopted effective January 25, 2000.]

BJAR 1

Board for Judicial Administration

The Board for Judicial Administration (BJA) is charged with providing effective leadership to the state courts and developing policy to enhance the administration of the court system in Washington State. Judges serving on the Board pursue the best interests of the judiciary at large. [Adopted effective January 25, 2000.]

BJAR 2

Composition

(a) Membership. The Board for Judicial Administration shall consist of judges from all levels of court selected for their demonstrated interest in and commitment to judicial administration and court improvement. The Board shall consist of five members from the appellate courts (two from the Supreme Court, one of whom shall be the Chief Justice, and one from each division of the Court of Appeals), five members from the superior courts, one of whom shall be the President of the Superior Court Judges' Association, five members of the courts of limited jurisdiction, one of whom shall be the President of the District and Municipal Court Judges' Association, two members of the Washington State Bar Association (non-voting) and the Administrator for the Courts (non-voting).

(b) Selection. Members shall be selected based upon a process established by their respective associations or court level which considers demonstrated commitment to improving the courts, racial and gender diversity as well as geographic and caseload differences.

(c) Terms of Office.

(1) Of the members first appointed, one justice of the Supreme Court shall be appointed for a two-year term; one judge from each of the other levels of court for a four-year term; one judge from each of the other levels of court and one Washington State Bar Association member for a three-year term; one judge from the other levels of court and one Washington State Bar Association member for a two-year term; and one judge from each level of trial court for a one-year term. Provided that the terms of the District and Municipal Court Judges' Association members whose terms begin on July 1, 2010 and July 1, 2011 shall be for two years and the terms of the Superior Court Judges' Association members whose terms begin on July 1, 2010 and July 1, 2013 shall be for two years each. Thereafter, voting members shall serve four-year terms and the Washington State Bar Association members for three-year terms commencing annually on June 1. The Chief Justice, the President Judges and the Administrator for the Courts shall serve during tenure.

(2) Members serving on the BJA shall be granted equivalent pro tempore time.

[Amended effective October 29, 1993; February 16, 1995; January 25, 2000; June 30, 2010.]

BJA Rules



BJAR 3

Operation

(a) Leadership. The Board for Judicial Administration shall be chaired by the Chief Justice of the Washington Supreme Court in conjunction with a Member Chair who shall be elected by the Board. The duties of the Chief Justice Chair and the Member Chair shall be clearly articulated in the by-laws. Meetings of the Board may be convened by either chair and held at least bimonthly. Any Board member may submit issues for the meeting agenda.

(b) Committees. Ad hoc and standing committees may be appointed for the purpose of facilitating the work of the Board. Non-judicial committee members shall participate in non-voting advisory capacity only.

(1) The Board shall appoint at least four standing committees: Policy and Planning, Budget and Funding, Education, and Legislative. Other committees may be convened as determined by the Board.

(2) The Chief Justice and the Member Chair shall nominate for the Board's approval the chairs and members of the committees. Committee membership may include citizens, experts from the private sector, members of the legal community, legislators, clerks and court administrators.

(c) Voting. All decisions of the Board shall be made by majority vote of those present and voting provided there is one affirmative vote from each level of court. Eight voting members will constitute a quorum provided at least one judge from each level of court is present. Telephonic or electronic attendance shall be permitted but no member shall be allowed to cast a vote by proxy.

[Adopted effective January 25, 2000; amended effective September 1, 2014.]

BJA Bylaws



ARTICLE I

Purpose

The Board for Judicial Administration shall adopt policies and provide leadership for the administration of justice in Washington courts. Included in, but not limited to, that responsibility is: 1) establishing a judicial position on legislation; 2) providing direction to the Administrative Office of the Courts on legislative and other administrative matters affecting the administration of justice; 3) fostering the local administration of justice by improving communication within the judicial branch; and 4) providing leadership for the courts at large, enabling the judiciary to speak with one voice.

ARTICLE II

Membership

Membership in the Board for Judicial Administration shall consist of the Chief Justice and one other member of the Supreme Court, one member from each division of the Court of Appeals, five members from the Superior Court Judges' Association, one of whom shall be the President; five members from the District and Municipal Court Judges' Association, one of whom shall be the President. It shall also include as non-voting members two members of the Washington State Bar Association appointed by the Board of Governors; the Administrator for the Courts; and the Presiding Chief Judge of the Court of Appeals, the President-elect judge of the Superior Court Judges' Association and the President-elect judge of the District and Municipal Court Judges' Association.

ARTICLE III

Officers and Representatives

The Chief Justice of the Supreme Court shall chair the Board for Judicial Administration in conjunction with a Member chair. The Member chair shall be elected by the Board and shall serve a two year term. The Member chair position shall be filled alternately between a voting Board member who is a superior court judge and a voting Board member who is either a district or municipal court judge.

ARTICLE IV

Duties of Officers

The Chief Justice Chair shall preside at all meetings of the Board, performing the duties usually incident to such office, and shall be the official spokesperson for the Board. The Chief Justice chair and the Member chair shall nominate for the Board's approval the chairs of all committees. The Member chair shall perform the duties of the Chief Justice chair in the absence or incapacity of the Chief Justice chair.

ARTICLE V

Vacancies

If a vacancy occurs in any representative position, the bylaws of the governing groups shall determine how the vacancy will be filled.

BJA Bylaws



ARTICLE VI **Committees**

Standing committees as well as ad hoc committees and task forces of the Board for Judicial Administration shall be established by majority vote. Each committee shall have such authority as the Board deems appropriate. The Board for Judicial Administration will designate the chair of all standing, ad hoc, and task force committees created by the Board. Membership on all committees and task forces will reflect representation from all court levels. Committees shall report in writing to the Board for Judicial Administration as appropriate to their charge. The Chair of each standing committee shall be asked to attend one BJA meeting per year, at a minimum, to report on the committee's work. The terms of standing committee members shall not exceed two years. The Board for Judicial Administration may reappoint members of standing committees to one additional term. The terms of ad hoc and task force committee members will have terms as determined by their charge.

ARTICLE VII **Executive Committee**

There shall be an Executive Committee composed of Board for Judicial Administration members, and consisting of the co-chairs, a Judge from the Court of Appeals selected by and from the Court of Appeals members of the Board, the President Judge of the Superior Court Judges' Association, the President Judge of the District Municipal Court Judges' Association, and non-voting members to include one Washington State Bar Association representative selected by the Chief Justice, President-elect judge of the Superior Court Judges' Association, President-elect judge of the District and Municipal Court Judges' Association and the Administrator for the Courts. It is the purpose of this committee to consider and take action on emergency matters arising between Board meetings, subject to ratification of the Board. The Executive Committee shall serve as the Legislative Committee as established under BJAR 3(b)(1). During legislative sessions, the Executive Committee is authorized to conduct telephone conferences for the purpose of reviewing legislative positions.

ARTICLE VIII **Regular Meetings**

There shall be regularly scheduled meetings of the Board for Judicial Administration at least bi-monthly. Reasonable notice of meetings shall be given each member.

ARTICLE IX **Special Meetings**

Special meetings may be called by any member of the Board. Reasonable notice of special meetings shall be given each member.

ARTICLE X **Quorum**

Eight voting members of the Board shall constitute a quorum provided each court level is represented.

BJA Bylaws



ARTICLE XI

Voting

Each judicial member of the Board for Judicial Administration shall have one vote. All decisions of the Board shall be made by majority vote of those present and voting provided there is one affirmative vote from each level of court. Telephonic or electronic attendance shall be permitted but no member shall be allowed to cast a vote by proxy.

ARTICLE XII

Amendments and Repeal of Bylaws

These bylaws may be amended or modified at any regular or special meeting of the Board, at which a quorum is present, by majority vote. No motion or resolution for amendment may be considered at the meeting in which they are proposed.

[Amended 03/16/07]

Court Education Committee Charge & Membership



Charge

The Court Education Committee will improve the quality of justice in Washington by fostering excellence in the courts through effective education. The CEC will promote sound adult education policy, develop education and curriculum standards for judicial officers and court personnel, and promote coordination in education programs for all court levels and associations.

Representative	Name	Term
BJA Member, Appellate Courts	Judge George Fearing	First population of members will be staggered (3 years term)
BJA Member, SCJA	Judge Scott Collier	First population of members will be staggered (3 years term)
BJA Member, DMCJA	Judge Judy Rae Jasprica - Chair	First population of members will be staggered (3 years term)
Appellate Court Education Chair or Designee	Justice Debra Stephens	Term determined by Chief Justice
SCJA Education Committee Chair or Designee	Judge T.W. Small	Term determined by their association
DMCJA Education Committee Chair or Designee	Judge Douglas Fair, Co-Chair	Term determined by their association
Annual Conference Chair or Designee	Justice Susan Owens	Term determined by Chief Justice
AWSCA Education Committee Chair or Designee	Ms. Fona Sugg	Term determined by their association
DMCMA Education Committee Chair or Designee	Ms. Margaret Yetter	Term determined by their association
WAJCA Education Committee Chair or Designee	Ms. Paula Holter-Mehren	Term determined by their association
WSACC Education Committee Chair or Designee	Ms. Kimberly Allen	Term determined by their association
Washington State Law School Dean	Dean Annette Clark	3 year term

Policy and Planning Committee Charge & Membership



Charge

The charge and purpose of the Policy and Planning Committee is to create and manage a process of engagement within the judicial branch around policy matters affecting the courts of Washington, to identify and analyze priority issues, and to develop strategies to address those issues. In doing so the standing committee will work to advance the mission, vision and principal policy goals of the BJA.

Representative	Name	Term
Chief Justice	Chief Justice Barbara Madsen	Indefinite
BJA Member, SCJA	Judge Scott Sparks	6/18
BJA Member, DMCJA	Judge Janet Garrow, Chair	6/17
COA Presiding Chief Judge	Judge Lisa Worswick	3/17
SCJA President Elect	Judge Sean Patrick O'Donnell	6/17
DMCJA President Elect	Judge Scott Ahlf	6/17
Superior Court Judge	Judge John Chun	6/18
District Municipal Judge	Judge Joseph Burrows	6/18
Court Management Council Member	Ms. Paulette Revoir	6/18
WSBA Executive Director	Ms. Paula Littlewood	6/18
At-Large Member	Vacant	

Legislative Committee Charge & Membership



Charge

The purpose of the Legislative Committee is to develop proactive legislation on behalf of the Board for Judicial Administration and to advise and recommend positions on legislation of interest to the BJA and/or the BJA Executive Committee when bills affect all levels of court or the judicial branch as a whole.

Representative	Name	Term
BJA Member, Appellate Courts	Judge Brad Maxa	9/18
BJA Member, SCJA	Judge Jim Rogers	9/18
BJA Member, DMCJA	Judge Kevin Ringus - Chair	6/20
Chief Justice	Chief Justice Barbara Madsen	1/17
BJA Member Chair	Judge Scott Sparks	6/17
COA Presiding Chief Judge	Judge Lisa Worswick	3/17
SCJA President	Judge Michael Downes	6/17
DMCJA President	Judge Scott Marinella	6/17
DMCJA Legislative Committee Chair	Judge Samuel Meyer	6/16
SCJA Legislative Committee Chair	Judge Stephen Warning/Judge Kitty-Ann van Doorninck	6/16

Budget and Funding Committee Charge & Membership



Charge

The Budget and Funding Committee is created by the BJA and is responsible for 1) coordinating efforts to achieve adequate, stable and long-term funding of Washington’s courts to provide equal justice throughout the state, and 2) reviewing and making recommendations, including prioritization, regarding proposed budget requests routed through the BJA.

Representative	Name	Term
DMCJA BJA Member	Judge Mary Logan	6/20
SCJA BJA Member	Judge Bryan Chushcoff	6/18
COA BJA Member	Judge Ann Schindler - Chair	6/19

2017 Legislative Development Timeline



The legislative session begins the second Monday in January.

Regular 105-day Session - first year of the biennium - odd numbered years.

Supplemental 60-day Session - second year of the biennium - even numbered years.

June

- BJA prioritizes budget requests (June 17th).

July

- Follow-up from BJA request legislation solicitation letters that were sent in January.

August

- Supreme Court Budget Committee presentation (August 4th).

September

- Supreme Court Administrative En Banc - approve 2017-2019 Budget Request (September 23rd).
- First meeting of BJA Legislative Committee - member orientation and overview of 2017 BJA legislative agenda development (September 26th).

October

- Results of Judicial Needs Assessment available
- Second meeting of the BJA Legislative Committee - Review and recommend 2017-2019 BJA legislative agenda (October 21st).

November

- Get approval of legislative agenda (as proposed by the BJA Legislative Committee) from the full BJA (November 18th).
- BJA Legislative Committee meets to strategically plan the proactive approach to lobby the legislative agenda.
- Get Z drafts for the proposed legislation from the Code Reviser.

November - December

- Get sponsors and signatures on request legislation.
- Meet with key legislators to review legislative agenda and distribute Legislator's Guide to the Judiciary.
- Distribute the updated Legislator's Guide to the Judiciary.

December

- Submit bills to Legislature (Prefile).

Budget, Revenue and Funding



Supreme Court Budget Process

In December 2007, the Washington Supreme Court officially adopted the first budget development and approval process for the judicial branch. The purpose of the process and its related procedures is to ensure that budget development, review, and submittal is consistent and objective, providing several opportunities for review and discussion. The previous process was strengthened to establish a rigorous and transparent budget process that results in funding requests that align with judicial branch policy objectives and priorities. All state judicial branch budget requests, whether for new funding or increases to existing funding, are subject to this process for modification, denial, final approval or endorsement by the Supreme Court. The Court of Appeals, Office of Civil Legal Aid and Office of Public Defense, whose budgets are not included in the Supreme Court's, have voluntarily agreed to submit to the process, as well. The final Supreme Court budget is submitted to the Legislature in October.

Court Revenue

During state fiscal year 2015, over \$300 million in revenue was collected from court fees and fines and over \$229 million was held in trust (bail, restitution, garnishment, etc.).

Of the \$300 million, approximately \$80 million is deposited to the state general fund and \$38 million to various dedicated state accounts; therefore, the state annually receives approximately \$118 million from revenue generated from court fees and fines.

A portion of the state funds collected, approximately \$23 million, are used to fund a number of services and programs including domestic violence prevention; emergency medical services, trauma care services, rehabilitative services, and the planning and development of related services for reimbursement by the department of social and health services; and to provide a public awareness campaign and services relating to traumatic brain injury.

A portion of the revenue from traffic infractions, approximately \$15 million, is deposited into the Judicial Information System Account, a dedicated, non-general fund account that is used by the Administrative Office of the Courts to maintain, modernize, and otherwise update several computer applications designed to improve and enhance the operation of the trial and appellate courts. Those systems, collectively known as the Judicial Information System (JIS), serve as a statewide clearinghouse for civil and criminal case history information, protection orders, and outstanding warrants. For example, JIS is used to protect victims of domestic violence by assuring judges, police, prosecutors, and community corrections and probation officers can access domestic violence-related court orders in a timely manner.

The remainder of the annual amount collected, \$188 million, is deposited into various local (city and county) accounts. The vast majority, \$176 million, is deposited into the local current expense fund (local general fund) that can be used for most operational purposes.

Principal Policy Goals of the Judicial Branch



“Justice in all cases shall be administered openly, and without unnecessary delay.”

Washington State Constitution, Article I, Section 10.

Washington State’s judicial branch is a constitutionally separate, independent and co-equal branch of government. It is the duty of the judicial branch to protect rights and liberties, uphold and interpret the law, and resolve disputes peacefully through the open and fair administration of criminal and civil justice in the state.

The judicial branch in Washington State is not structurally unified at the statewide level. Ours is a local and state partnership where local courts, court managers and court personnel work in concert with statewide courts, judicial branch agencies and support systems.

The judicial branch maintains effective relations with the executive and legislative branches of state and local governments which are grounded in mutual respect for the constitutional prerogatives of each branch and constitutional separation of powers considerations.

The following represent the principal policy goals of the Washington State Judicial Branch.

1. **Fair and Effective Administration of Justice in All Civil and Criminal Cases.** Washington courts will openly, fairly, efficiently and effectively administer justice in all criminal and civil cases, consistent with constitutional mandates and the judiciary’s duty to maintain the highest level of public trust and confidence in the courts.
2. **Accessibility.** Washington courts, court facilities and court systems will be open and accessible to all participants regardless of cultural, linguistic, ability-based or other characteristics that serve as access barriers.
3. **Access to Necessary Representation.** Constitutional and statutory guarantees of the right to counsel shall be effectively implemented. Litigants with important interest at stake in civil judicial proceedings should have meaningful access to counsel.
4. **Commitment to Effective Court Management.** Washington courts will employ and maintain systems and practices that enhance effective court management.
5. **Appropriate Staffing and Support.** Washington courts will be appropriately staffed and effectively managed, and court personnel, court managers and court systems will be effectively supported.

Approved En Banc June 5, 2008

Resolution Guidelines



The Board for Judicial Administration (Board) was established to adopt policies and provide strategic leadership for the courts at large, enabling the Washington State judiciary to speak with one voice. To fulfill these objectives, the BJA may consider adopting resolutions on substantive topics relating to the administration of justice.

Resolutions may be aspirational in nature, support a particular position, or serve as a call to action. Resolutions may support funding requests, but do not stand alone as a statement of funding priorities or indicate an intent by the Board to proactively seek funding. Resolutions are not long-term policy statements and their adoption does not establish the Board's work plan or priorities.

The absence of a Resolution on a particular subject does not indicate a lack of interest or concern by the Board in regard to a particular subject or issue.

In determining whether to adopt a proposed resolution, the Board shall give consideration to the following:
Whether the Resolution advances the Principal Policy Objectives of the Judicial Branch.

The relation of the Resolution to priorities delineated in existing strategic and long range plans.

The availability of resources necessary to properly act upon the resolution.

The need to ensure the importance of resolutions adopted by the Board is not diluted by the adoption of large numbers of resolutions.

In order to ensure timely and thorough consideration of proposed resolutions, the following guidelines regarding procedure, form and content are to be followed:

- Resolutions may be proposed by any Board member. The requestor shall submit the resolution, in writing, with a request form containing a brief statement of purpose and explanation, to the Administrative Manager of the Board for Judicial Administration.
- Resolutions should not be more than two pages in length. An appropriate balance must be struck between background information and a clear statement of action. Traditional resolution format should be followed. Resolutions should cover only a single subject unless there is a clear and specific reason to include more than one subject. Resolutions must be short-term and stated in precise language.
- Resolutions must include a specific expiration date or will automatically expire in five years. Resolutions will not be automatically reviewed upon expiration of their term, but may be reviewed upon request for reauthorization. Resolutions may be terminated prior to their expiration date as determined by the Board.

The Administrative Manager shall refer properly submitted resolutions to appropriate staff, and/or to an appropriate standing committee (or committees) for review and recommendation, or directly to the Board's Executive Committee, as appropriate. Review by the Board's Executive Committee will precede review by the full Board membership. Such review may be done via e-mail communication rather than in-person discussion when practical. Resolutions may be reviewed for style and content. Suggestions and comments will be reported back to the initiating requestor as appropriate.

The report and recommendation of the Executive Committee shall be presented to the BJA membership at the next reasonably available meeting, at which time the resolution may be considered. Action on the proposed resolution will be taken in accordance with the BJAR and bylaws. The Board may approve or reject proposed resolutions and may make substantive changes to the resolutions.

Approved resolutions will be numbered, maintained on the Board for Judicial Administration section of the Washington Courts website, and disseminated as determined by the Board for Judicial Administration.

Resolutions



BJA Court Security Resolution

CCJ and COSCA - Court Security Resolution

CCJ and COSCA - Support of Continued Federal Funding for Legal Services Corporation

CCJ and COSCA - Support of Reauthorization of the Violence Against Women Act

Drug Courts and Other Problem Solving Courts

Language Access Services In Court

Civil Legal Needs Study

Working Interdisciplinary Network of Guardianship Stakeholders

Full text of the resolutions can be found at

http://www.courts.wa.gov/programs_orgs/pos_bja/?fa=pos_bja.resolutions

Resolutions Request Cover Sheet



RESOLUTION REQUEST COVER SHEET

(INSERT PROPOSED RESOLUTION TITLE HERE)

SUBMITTED BY: (INSERT NAME HERE)

-
- (1) **Name(s) of Proponent(s):**
 - (2) **Spokesperson(s):** (List who will address the BJA and their contact information.)
 - (3) **Purpose:** (State succinctly what the resolution seeks to accomplish.)
 - (4) **Desired Result:** (Please state what action(s) would be taken as a result of this resolution and which party/-ies would be taking action.)
 - (5) **Expedited Consideration:** (Please state whether expedited consideration is requested and, if so, please explain the need to expedite consideration.)
 - (6) **Supporting Material:** (Please list and attach all supporting documents.)

Supreme Court Rule Making



RULE GR 9 SUPREME COURT RULEMAKING

(a) Statement of Purpose. The purpose of rules of court is to provide necessary governance of court procedure and practice and to promote justice by ensuring a fair and expeditious process. In promulgating rules of court, the Washington Supreme Court seeks to ensure that:

- (1) The adoption and amendment of rules proceed in an orderly and uniform manner;
- (2) All interested persons and groups receive notice and an opportunity to express views regarding proposed rules;
- (3) There is adequate notice of the adoption and effective date of new and revised rules;
- (4) Proposed rules are necessary statewide;
- (5) Minimal disruption in court practice occurs, by limiting the frequency of rule changes; and
- (6) Rules of court are clear and definite in application.

(b) Definitions. As used in this rule, the following terms have these meanings:

- (1) "Suggested rule" means a request for a rule change or a new rule that has been submitted to the Supreme Court.
- (2) "Proposed rule" means a suggested rule that the Supreme Court has ordered published for public comment.

(c) Request for Notification. Any person or group may file a request with the Supreme Court to receive notice of a suggested rule. The request may be limited to certain kinds of rule changes. The request shall state the name and address of the person or group to whom the suggested rule is to be sent. Once filed, the request shall remain in effect until withdrawn or unless notice sent by regular, first-class U.S. mail is returned for lack of a valid address.

(d) Initiation of Rules Changes. Any person or group may submit to the Supreme Court a request to adopt, amend, or repeal a court rule. The Supreme Court shall determine whether the request is clearly stated and in the form required by section (e) of this rule. If the Supreme Court determines that a request is unclear or does not comply with section (e), the Supreme Court may

(1) Accept the request notwithstanding its noncompliance, (2) ask the proponent to resubmit the request in the proper format, or (3) reject the request, with or without a written notice of the reason or reasons for such rejection.

(e) Form for Submitting a Request to Change Rules

(1) The text of all suggested rules should be submitted on 8 1/2 – by 11-inch line-numbered paper with consecutive page numbering and in an electronic form as may be specified by the Supreme Court. If the suggested rule affects an existing rule, deleted portions should be shown and stricken through; new portions should be underlined once.

Supreme Court Rule Making (cont.)



(2) A suggested rule should be accompanied by a cover sheet and not more than 25 pages of supporting information, including letters, memoranda, minutes of meetings, research studies, or the like. The cover sheet should contain the following:

(A) Name of Proponent - the name of the person or group requesting the rule change;

(B) Spokesperson - a designation of the person who is knowledgeable about the proposed rule and who can provide additional information;

(C) Purpose - the reason or necessity for the suggested rule, including whether it creates or resolves any conflicts with statutes, case law, or other court rules;

(D) Hearing - whether the proponent believes a public hearing is needed and, if so, why;

(E) Expedited Consideration - whether the proponent believes that exceptional circumstances justify expedited consideration of the suggested rule, notwithstanding the schedule set forth in section (i).

(F) Consideration of Suggested Rule by Supreme Court.

(1) The Supreme Court shall initially determine whether a suggested rule has merit and whether it involves a significant or merely technical change. A "technical change" is one which corrects a clerical mistake or an error arising from oversight or omission. The Supreme Court shall also initially determine whether the suggested rule should be considered under the schedule provided for in section (i) or should receive expedited consideration for the reason or reasons to be set forth in the transmittal form provided for in section (f)(2).

The Supreme Court may consult with other persons or groups, in making this initial determination.

(2) After making its initial determinations, the Supreme Court shall forward each suggested rule, except those deemed "without merit", along with a transmittal form setting forth such determinations, to the Washington State Bar Association, the Superior Court Judges Association, the District and Municipal Court Judges Association, and the Chief Presiding Judge of the Court of Appeals for their consideration. The transmittal shall include the cover sheet and any additional information provided by the proponent.

The Supreme Court shall also forward the suggested rule and cover sheet to any person or group that has filed a notice pursuant to section (c), and to any other person or group the Supreme Court believes may be interested. The transmittal form shall specify a deadline by which the recipients may comment in advance of any determination under section (f) (3) of this rule. If the Supreme Court determines that the suggested rule should receive expedited consideration, it shall so indicate on the transmittal form. The form may contain a brief statement of the reason or reasons for such consideration.

(3) After the expiration of the deadline set forth in the transmittal form, the Supreme Court may reject the suggested rule, adopt a merely technical change without public comment, or order the suggested rule published for public comment.

(G) Publication for Comment.

Supreme Court Rule Making (cont.)



(1) A proposed rule shall be published for public comment in such media of mass communication as the Supreme Court deems appropriate, including, but not limited to, the Washington Reports Advance Sheets and the Washington State Register. The proposed rule shall also be posted on such Internet sites as the Supreme Court may determine, including those of the Supreme Court and the Washington State Bar Association. The purpose statement required by section (e)(2)(C) shall be published along with the proposed rule. Publication of a proposed rule shall be announced in the Washington State Bar News.

(2) Publication of a proposed rule in the Washington State Register shall not subject Supreme Court rulemaking to the provisions of the Administrative Procedures Act.

(3) All comments on a proposed rule shall be submitted in writing to the Supreme Court by the deadline set forth in section (i).

(4) If a comment includes a suggested rule, it should be in the format set forth in section (e). All comments received will be kept on file in the office of the Clerk of the Supreme Court for public inspection and copying.

(H) Final Action by the Supreme Court, Publication, and Effective Date.

(1) After considering a suggested rule, or after considering any comments or written or oral testimony received regarding a proposed rule, the Supreme Court may adopt, amend, or reject the rule change or take such other action as the Supreme Court deems appropriate.

Prior to action by the Supreme Court, the court may, in its discretion, hold a hearing on a proposed rule at a time and in a manner defined by the court. If the Supreme Court orders a hearing, it shall set the time and place of the hearing and determine the manner in which the hearing will be conducted.

The Supreme Court may also designate an individual or committee to conduct the hearing.

(2) Regarding action on a suggested rule:

(A) If the Supreme Court rejects the suggested rule, it may provide the proponent with the reason or reasons for such rejection.

(B) If the Supreme Court adopts the suggested rule without public comment, it shall publish the rule and may set forth the reason or reasons for such adoption.

(3) Regarding action on a proposed rule:

(A) If the Supreme Court rejects a proposed rule, it may publish its reason or reasons for such rejection.

(B) If the Supreme Court adopts a proposed rule, it may publish the rule along with the purpose statement from the cover sheet.

Supreme Court Rule Making (cont.)



(C) If the Supreme Court amends and then adopts a proposed rule, it should publish the rule as amended along with a revised purpose statement.

(4) All adopted rules, or other final action by the Supreme Court for which this rule requires publication, shall be published in a July edition of the Washington Reports advance sheets and in the Washington State Register immediately after such action. The adopted rules or other Supreme Court final action shall also be posted on the Internet sites of the Supreme Court and the Washington State Bar Association. An announcement of such publication shall be made in the Washington State Bar News.

(5) All adopted rules shall become effective as provided in section (i) unless the Supreme Court determines that a different effective date is necessary.

(i) Schedule for Review and Adoption of Rules.

(1) In order to be published for comment in January, as provided in section (i) (2), a suggested rule must be received no later than October 15 of the preceding year.

(2) Proposed rules shall be published for comment in January of each year.

(3) Comments must be received by April 30 of the year in which the proposed rule is published.

(4) Proposed rules published in January and adopted by the Supreme Court shall be republished in July and shall take effect the following September 1.

(5) All suggested rules will be considered pursuant to the schedule set forth in this section, unless the Supreme Court determines that exceptional circumstances justify more immediate action.

(6) The Supreme Court, in consultation with the Washington State Bar Association, the Superior Court Judges Association, the District and Municipal Court Judges Association, and the Chief Presiding Judge of the Court of Appeals, shall develop a schedule for the periodic review of particular court rules. The schedule shall be posted on such Internet sites as the Supreme Court may determine, including those of the Supreme Court and the Washington State Bar Association.

(j) Miscellaneous Provisions.

(1) The Supreme Court may adopt, amend, or rescind a rule, or take any emergency action with respect to a rule without following the procedures set forth in this rule. Upon taking such action or upon adopting a rule outside of the schedule set forth in section (i) because of exceptional circumstances, the Supreme Court shall publish the rule in accordance with sections (g) or (h) as applicable.

(2) This rule shall take effect on _____ and apply to all rules not yet adopted by the Supreme Court by that date.

[Adopted effective March 19, 1982; amended effective September 1, 1984; September 1, 2000.]

Acronyms



As with any large system with multiple organizations, committees, rules and more, the state's law and justice system has evolved into using a fair number of acronyms. While it would be unwieldy to list every acronym from every jurisdiction, here is a list of those which a BJA member might come across.

AOC	Administrative Office of the Courts
ABA	American Bar Association
ALJ	Administrative Law Judge
AWSCA	Association of Washington Superior Court Administrators
AWC	Association of Washington Cities
BJA	Board for Judicial Administration
BFC	Budget and Funding Committee
BBP	Bench-Bar-Press Committee
CASA	Court Appointed Special Advocate
CEC	Court Education Committee
CLJ	Courts of Limited Jurisdiction
CJC	Code of Judicial Conduct or Commission on Judicial Conduct
CMC	Court Management Council
COSCA	Conference of State Court Administrators
DMCJA	District and Municipal Court Judges' Association
DOJ	U.S. Department of Justice
DUI	Driving Under the Influence of Intoxicants
GJC	Gender and Justice Commission
GR	General Rule
JIS	Judicial Information System
LFO	Legal Financial Obligation
MJC	Minority and Justice Commission
NACM	National Association of Court Managers
NCSC	National Center for State Courts
OCLA	Office of Civil Legal Aid
OPD	Office of Public Defense
PJ	Presiding Judge
PPC	Policy and Planning Committee
PT&C	Public Trust and Confidence Committee
RCW	Revised Code of Washington
SCJA	Superior Court Judges' Association
SJI	State Justice Institute
TVB	Traffic Violation Bureau
WSBA	Washington State Bar Association

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